

Comfortable Workspace Checklist

Head and Neck

Head and neck straight; avoid cradling phone between neck and shoulders

Shoulders

Shoulders relaxed at sides

Chair

- *Fully adjustable with lumbar support in the small of the back
- *Slight recline of 95-100 degrees
- *2-3 inches of space behind knees

Legs

- *Thighs parallel to floor, knees level with hips or slightly below

Monitor

Top line of screen level with eyes or 2-3 inches below the eyes

An arm's length away (18" - 34")



Keyboard

Same height as elbows or slightly below

Elbows

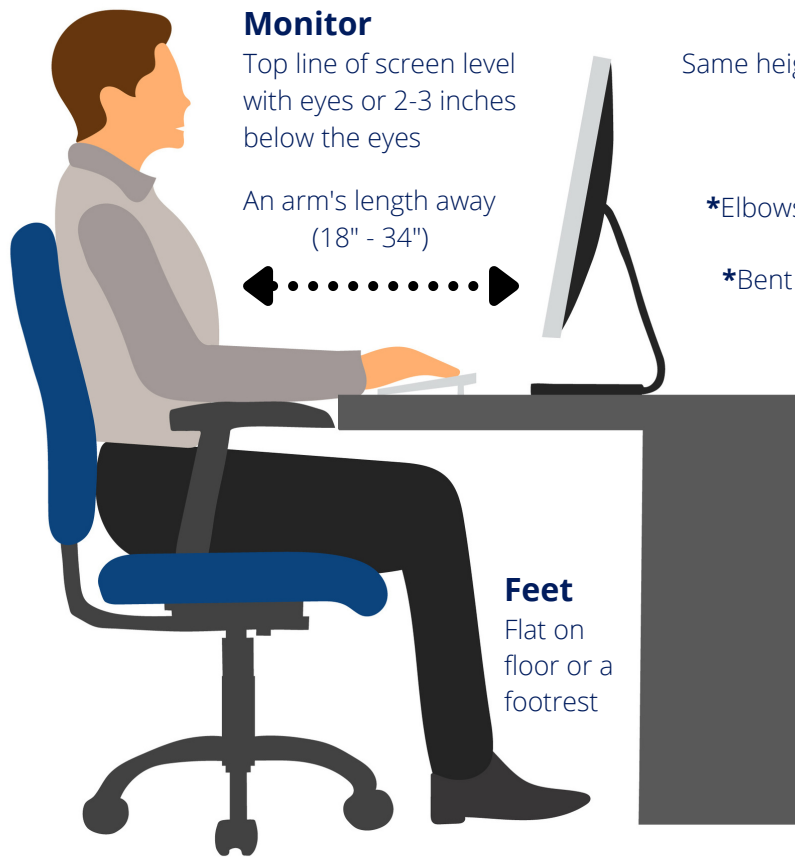
- *Elbows at sides, under shoulders
- *Bent 90-120 degrees

Forearms

Forearms parallel to floor, wrists mostly straight

Mouse

- *On same height surface as keyboard
- *Keep close



Take movement, hand and eye breaks every 20-30 minutes!

More Tips:

- If **armrests** are used, they should barely support arms without elevating the shoulders.
- If **bifocals or progressive lenses** are used, you may need to lower your monitor so that you do NOT tilt your neck upward to read the screen.
- Ensure proper **lighting** for reading and writing and that the screen and work area are free from glare.
- Use document holders, elevated writing surfaces or tablet holders as needed to keep the neck neutral vs. looking down